



CITY OF HAYWARD

PLANNING DIVISION

APPLICATION FOR A DEVELOPMENT PERMIT

777 B STREET, HAYWARD, CA 94541-5007

(510) 583-4200 ♦ TDD (510) 247-3340 ♦ FAX (510) 583-3649

APPLICATION

NUMBER _____

TAKEN BY _____

DATE _____

INITIAL FEE _____

ADDITIONAL

TIME & MATERIAL CHARGES

NOT TO EXCEED _____

(See Note 2)

APPLICANT(S) _____

LAST NAME

FIRST NAME

COMPANY NAME (IF APPLICABLE) _____

STREET _____

CITY _____ STATE _____ ZIP CODE _____ PHONE NO. _____

FAX NO. _____ E-MAIL _____ CELL PHONE _____

APPLICANT'S INTEREST IN PROPERTY: ☐ OWNER ☐ LESSEE ☐ OPTIONEE OTHER _____

PROPERTY OWNER(S) _____ PHONE NO. _____

LAST NAME

FIRST NAME

STREET _____ CITY _____ STATE _____ ZIP CODE _____

FAX NO. _____ E-MAIL _____ CELL PHONE _____

TYPE OF PERMIT(S): ☐ SITE PLAN REVIEW ☐ GENERAL PLAN AMEND. ☐ PARCEL MAP ☐ TRACT MAP ☐ VARIANCE

☐ USE PERMIT ☐ ADMIN. USE PERMIT ☐ ZONE CHANGE FROM _____ TO _____ ☐ OTHER _____

PROJECT ADDRESS/LOCATION _____

ASSESSOR'S MAP NO. _____ ZONING DISTRICT(s) _____

PROJECT DESCRIPTION (attach additional sheets if necessary) _____

I HEREBY CERTIFY THAT I AM THE OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE AND, FURTHER THAT I APPROVE OF THE PROPOSED USE CONTAINED HEREIN. SEE NOTE 2.

OWNER
SIGNATURE **X** _____

SEE NOTE 2

STAFF REMARKS

NOTE 1: FEES ARE NOT REFUNDABLE AND PAYMENT IN NO WAY GUARANTEES APPROVAL OF APPLICATION.
NOTE 2: THE OWNER IS RESPONSIBLE FOR PAYING ALL TIME AND MATERIAL CHARGES.

I HEREBY STATE THAT THE FOREGOING STATEMENTS AND ANSWERS AND ALL DATA, INFORMATION AND EVIDENCE SUBMITTED HERewith ARE IN ALL RESPECTS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

APPLICANT
SIGNATURE **X** _____

THIS IS YOUR RECEIPT WHEN MACHINE VALIDATED



DEVELOPMENT APPLICATION INSTRUCTIONS

CITY OF HAYWARD, PLANNING DIVISION

777 B Street, First Floor, Hayward, California 94541-5007
(510) 583-4200 Telephone (510) 583-3649 Fax

Welcome to the City of Hayward's development review process. The purpose of these Development Application Instructions is to assist you in applying for a development permit. Plans must be complete, clear, accurate, and understandable. We encourage you to consult with a City of Hayward planner and engineer or participate in a pre-application meeting before preparing your plans.

There are four major parts to the application for your project:

GENERAL PROJECT INFORMATION

PLANS

ENVIRONMENTAL ANALYSIS DATA

ADDITIONAL MATERIALS/INFORMATION

Each of the four major parts is explained in detail below. If you have any questions regarding the plans and information required, please contact the Planning Division at (510) 583-4200.

Before proceeding with the application process, it is important that you complete Attachment A, "Fire Department Questionnaire." If you have checked any box in the questionnaire, contact the Fire Department or call 583-4900 before proceeding. This may affect the feasibility and cost of your project.

I. GENERAL PROJECT INFORMATION

Please submit the following:

- ☐ Completed application form
- ☐ Application fee as listed on the Development Processing Fee Schedule

II. PLANS

Plans shall be prepared, signed and endorsed by qualified professional practitioners, including a licensed architect, a licensed building designer, a licensed land surveyor, a registered civil engineer, and a registered landscape architect, all of whom prepared plans in their respective fields. The only exceptions are for one single-family dwelling or minor additions (25%) to commercial and industrial buildings.

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All plans must include the date plans were prepared; the drawing scale used; box scale, north reference and the name, address, telephone number, and signature of the person responsible for preparing the plans, and name of project if known.

Submit (17) or (12) sets of plans with the application. These plans should be 24" x 36" or smaller and **must** be folded in sets no larger than 9" x 12" in size. Rolled plans will not be accepted. (Contact project planner if larger plans are necessary.)

☐ **SITE PLAN** - Please provide the following information on the site plan drawn at a minimum scale of 1" = 20' (See Attachment B for example):

1. The parcel(s), including all property lines, adjacent streets to centerline, and/or land uses within 20 feet of the property.
2. Location of proposed structure(s) and existing structures to remain. Show distance between buildings and from buildings to property lines (including setbacks for second story if different from ground floor.)
3. Location of proposed and to be retained wall(s) and fences within the site.
4. Existing and proposed easements, and above- and below-ground utilities (such as fire hydrants, power poles, electrical boxes, etc.) and tanks.
5. Parking and Traffic Circulation:
 - a. Existing and proposed streets on the frontage of and within the development. Include any sidewalks, curbs, curb cuts, striping and medians. Show existing off-site parking restrictions, existing and proposed driveways, bus stops, loading zones, and parking spaces on frontage streets. Show traffic circulation arrows and traffic control signs. Show radii of all curb returns.
 - b. Dimensioned parking layout – angle of parking, dimensions of stalls, internal driveways and flares, and approaches from streets, aisles, designation of standard and compact car parking stalls, loading spaces, and walkways. (See attachments E and F.)
 - c. Handicapped parking and access to building(s), if required.
 - d. Identify all surface materials.

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6. Location and dimensions of trash/recycle enclosure(s), including identification of materials and/or equipment stored, if any.
7. Location and dimensions of group and private usable open space (residential only).
8. Location and design of signs.
9. Location of existing trees and other natural site features, such as rock outcrops.
10. Location of landscape areas.
11. A “Planning Data Summary” that includes the following information:
 - a. Total lot area and percent of lot covered by structures.
 - b. Type of construction and occupancy use of proposed building (from the Uniform Building Code).
 - c. Total gross floor area of each structure.
 - d. Minimum number of parking spaces required, and number and type proposed, both open and covered. (Contact a planner at 583-4200 for requirement.)
 - e. For residential development only:
 - ✓ Density is the square feet of lot area per dwelling unit. Show maximum allowed by ordinance and what is proposed;
 - ✓ Total square feet of private and group usable open space required and proposed) for multi-family residential development.

☐ **Grading, Utility and Drainage Plan** (See Attachment C for example)

1. On sloping sites, show existing and proposed grades (i.e., topographical and spot elevations), including grades of abutting properties. Contours may be used. Contours for steep slope are to be drawn at a minimum of 2-foot intervals.
2. Drainage - show by arrows the direction of storm drainage runoff and the existing drainage facility that will receive the runoff, e.g., channel, creek, storm drain, or gutter.

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3. Utilities – show the location of transformers, water connections, sanitary sewer, storm lines, telephone/cable television equipment room and service entrance locations, and street and parking lot lighting.

Floor Plans- Show all interior improvements and indicate use of each room (minimum scale 1" = 1/4").

☐ **Elevations-** Show all exterior building elevations (all sides), fences, walls, trash enclosures, and signs. Show lighting, external building materials and colors, and building height dimensions (minimum scale = 1" = 1/8" except for ground level commercial elevations which must be 1" = 1/4").

* A completed application checklist (attached) indicating that all information required with the submittal has been provided.

III. ENVIRONMENTAL IMPACT ANALYSIS

Where there is a potential for a project to have a substantial impact on the environment you may be required by the Planning Division staff to submit additional information relating to the following: use of hazardous materials; noise; traffic; air quality; soils; geotechnical conditions; soil and ground water pollution; or other environmentally sensitive issues. After submittal of your application, the Planning Division staff will determine what information you will need to provide.

IV. ADDITIONAL MATERIALS/INFORMATION

If the project is on property that is shown on the "Hazardous Waste And Substance Sites List" established by the California Environmental Protection Agency, you will be required to sign a statement acknowledging that the property is on the list.

Additional information may be requested, if necessary, to review your project adequately. Examples of additional material include models, reduction of plan sets, profile of hillside development, a conceptual landscape plan, tree survey, a color and materials board, etc. A colored rendering of the site plan, building elevation, and landscape plan will likely be required for review at the public hearing. Do not color render plans until staff has approved them. For information on developer regulations and fees, please contact a planner.

FIRE DEPARTMENT QUESTIONNAIRE

Business Name: _____

Site Address: _____

Please check the appropriate spaces below:

1. Will any of the following processes occur in this facility?

- | | | |
|--|--|--|
| <input type="checkbox"/> Combustible fiber, generation or storage | <input type="checkbox"/> Laboratory facility | <input type="checkbox"/> Tire recapping or storage |
| <input type="checkbox"/> Dry cleaning | <input type="checkbox"/> Liquefied petroleum gas storage | <input type="checkbox"/> Welding |
| <input type="checkbox"/> Dry ovens | <input type="checkbox"/> Semi-conductor fabrication | <input type="checkbox"/> Wood-working shop |
| <input type="checkbox"/> Electroplating | <input type="checkbox"/> Spray painting | <input type="checkbox"/> Vehicle repair |
|
 | | |
| <input type="checkbox"/> Rack or pallet storage over 12 feet in height | | |
| <input type="checkbox"/> Free standing storage over 15 feet in height | | |
| <input type="checkbox"/> Area of storage over 1000 square feet | | |

2. Will your business store, transport, or handle any of the following?

- | | | |
|--|--|--|
| <input type="checkbox"/> Acutely Hazardous Materials | <input type="checkbox"/> Flammable liquids | <input type="checkbox"/> Reactive materials |
| <input type="checkbox"/> Carcinogens | <input type="checkbox"/> Flammable solids | <input type="checkbox"/> Pesticides |
| <input type="checkbox"/> Combustible liquids | <input type="checkbox"/> Hazardous waste | <input type="checkbox"/> Poisonous gases/liquids |
| <input type="checkbox"/> Compressed gasses | <input type="checkbox"/> Highly toxic material | <input type="checkbox"/> Pyrophoric |
| <input type="checkbox"/> Corrosives | <input type="checkbox"/> Irritants | <input type="checkbox"/> Sensitizers |
| <input type="checkbox"/> Cryogenics | <input type="checkbox"/> Organic coating | <input type="checkbox"/> Solvents |
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Organic peroxide | <input type="checkbox"/> Toxic materials |
| <input type="checkbox"/> Fertilizer | <input type="checkbox"/> Oxidizers | <input type="checkbox"/> Unstable materials |
| <input type="checkbox"/> Flammable gases | <input type="checkbox"/> Radioactive material | <input type="checkbox"/> Water reactive |
| | | <input type="checkbox"/> Other health hazards |
| | | <input type="checkbox"/> Other regulated materials |

3. Is this project to be constructed on any of the following sites?

- | | |
|--|---|
| <input type="checkbox"/> | Site which is contaminated or possibly contaminated with a hazardous material |
| <input type="checkbox"/> | Former service station site |
| <input type="checkbox"/> | Site which is known to have had underground storage tanks |
| <input type="checkbox"/> Commercial nursery | |
| <input type="checkbox"/> | Former site known to have had a business which used or stored hazardous materials |
| <input type="checkbox"/> Former site use unknown | |

Completion of this form should be verified in the Fire Prevention Office. If any boxes in item number **2** are checked, you will need to complete a Chemical Inventory Worksheet Packet. If your business uses water for any purpose other than landscape irrigation and sanitary services (i.e., sinks, toilets, and showers), discharges cooling water of any type into the municipal sewer system, or discharges any wastes other than those from sanitary services into the municipal sewer system or stormwater system, then you are required to contact Wastewater Source Control at 293-8699, for approval.

I have read the above and certify that to the best of my ability, a designated representative of the owner/tenant, the information is true.

Print Name

Signature

Title

Date